

# नवोदय विद्यालय समिति

शिक्षा मंत्रालय, भारत सरकार  
(स्कूल शिक्षा और साक्षरता विभाग)

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# Navodaya Vidyalaya Samiti

Ministry of Education, Govt. of India

(Deptt. of School Education & Literacy)

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F.No. 16-14/17-NVS(SA)/5598

October 11, 2021

To

The Deputy Commissioner  
Navodaya Vidyalaya Samiti  
All Regional Offices.

## Sub.- Installation and maintenance of CCTV cameras in JNVs.-reg

Sir/Madam,

NVS has issued guidelines from time to time regarding installation, maintenance and monitoring of CCTV cameras in JNVs. CCTV cameras were installed in JNVs to enhance the safety and security to all inmates (students & staff) and properties of JNVs. During various visits of NVS officials to the JNVs, it has been found that :

1. CCTV cameras are not installed at sensitive locations.
2. CCTV cameras installed are not adequate.
3. Majority of the JNV campus is not under the purview of CCTV cameras.
4. Unjustified delay in Maintenance and repair of damaged CCTV cameras / cables / adopter / monitor / DVR .
5. CCTV footage are not being stored at all or the storage capacity of the DVR is very less.
6. There is no system of monitoring / scanning of CCTV footage at JNV level.
7. The remote access feature of CCTV footage monitoring is not activated.
8. CCTV cameras found non-functional when any untoward incident occurred.

### In the light of above, following points are reiterated :

- i. CCTV cameras should be installed in such a way that all sensitive locations like entrance of dormitories, school building, main gate entrance, mess & kitchen should be covered.
- ii. CCTV cameras installed in the campus should be sufficient enough as per norms so as to minimize the uncovered areas of the campus.
- iii. JNVs should go for AMC's of CCTV camera systems. CCTV cameras/equipments should be repaired as soon as it starts mal-functioning/stop functioning. Prompt action should be ensured and delay must be avoided.
- iv. DVR installed should be of such capacity as it can store CCTV footage for at least 30 days. CCTV footage on the days of any untoward incident / happening should be preserved safely at all cost even after 30days for further use by authorities.

- v. Principal should monitor CCTV footage in his office. Arrangements may be made to monitor the CCTV cameras by security guards especially during non-academic hours so that any suspicious activity may be reported in real time.
  - vi. Vice Principal/Senior most teachers should scan the CCTV footage of all cameras on daily basis and record a report regarding (i) status of functioning of CCTV cameras/equipments (ii) any suspicious activity / untoward incident captured through CCTV cameras. The format of the day wise report on CCTV camera system functioning and monitoring is attached along with this letter. The day-wise reports should be compiled in a booklet form (for whole academic session). The report may be seen by the panel inspection team.
  - vii. During panel inspection of the JNV the cluster I/c -cum Assistant Commissioner should verify functioning of CCTV camera, report of functioning of CCTV & untoward incident also, randomly scan CCTV footage of cameras to verify the functioning of cameras prior to the day of inspection.
  - viii. The remote access feature of CCTV footage monitoring should be activated. The login credentials of the CCTV camera systems should be available with the cluster In-charge - cum-Assistant Commissioner so that the functionality of CCTV cameras may be verified at his end by actually going through the CCTV footage using this remote feature.
  - ix. The responsibility of installation, maintenance & repair and storage of CCTV footage lies solely with the Principal of JNV.
  - x. If any untoward incident occurred and CCTV cameras found non-functional/recording of certain period is not available, disciplinary proceedings may be initiated against concerned Principal.
  - xi. The Cluster In-charge ACs will also be equally responsible for non-functioning & lack of maintenance of CCTV camera systems as per NVS guidelines in the JNVs of their respective cluster.
  - xii. All the expenditure on installation, maintenance and repair of CCTV cameras systems may be met through VVN fund and in absence of VVN account funds under contingencies may be utilized.
- This issues with the approval of the competent Authority.

Hindi Version follows.

Yours faithfully,

  
(Gireesh Kumar)  
Assistant Commissioner (SA)

Enclosure: Format for CCTV cameras systems monitoring

Copy to:

- (i) Assistant Commissioner (Fin.) for information
- (ii) Assistant Commissioner (IT.) for uploading on the website
- (iii) Guard File

**Format for CCTV cameras systems monitoring**

(This report is to be filled daily by Vice Principal/ senior most Teacher and kept in a booklet form, one for the session)

| Date | Status of functioning of CCTV Cameras |                            |   |              | Reporting of Suspicious activity |                |    |                       |                 | Reported By  |      |             |           |
|------|---------------------------------------|----------------------------|---|--------------|----------------------------------|----------------|----|-----------------------|-----------------|--------------|------|-------------|-----------|
|      | No. of Cameras Installed              | No. of Cameras Functioning | Recommendations for non functioning of CCTV Cameras | Action Taken | Camera Number                    | Camera Timings |    | Brief of the activity | Recommendations | Action Taken | Name | Designation | signature |
|      |                                       |                            |   |              |                                  | From           | To |                       |                 |              |      |             |           |
|      |                                       |                            |   |              |                                  |                |    |                       |                 |              |      |             |           |
|      |                                       |                            |   |              |                                  |                |    |                       |                 |              |      |             |           |
|      |                                       |                            |   |              |                                  |                |    |                       |                 |              |      |             |           |